

Library-wide Training Catalog

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All Staff

The following is required training for all LOC staff.

1. Ethics - Online course (LCETH1100)

Basis for requirement: Executive Committee requirement to meet the spirit of 5 C.F.R. § 2638.703

Course Owner: LIBN/OGC

One-time requirement; must be taken within 90 days of start date for new hires; previous classroom course satisfies this requirement.

2. Library of Congress Information Security Awareness - Online course (LCITSEC215)

Basis for requirement: Executive Committee requirement to meet the spirit of the Computer Security Act of 1987, 15 U.S.C. 278g-3 & 278g-4, & ITS Security Directive 01 AT-02.04

Course Owner: OSI/ITS

Annual requirement for all employees, contractors and volunteers who use the electronic systems of the Library of Congress. Current employees must complete by annually and new hires must complete within 30 days of start date.

3. Employee Sexual Harassment Awareness – LOC SkillPort course

(lch_01_a01_lc_enus)

Basis for requirement: Operations Committee requirement

Course Owner: OSO/OIC

One-time requirement; must be taken within 30 days of start date for new hires

Volunteers and contractors should be provided with the Library's policies on Sexual Harassment:

http://www.loc.gov/staff/ogc/legal_ref/spec_anno/sa10-05.html

http://www.loc.gov/staff/ogc/legal_ref/spec_anno/sa11-02.html

4. Records Management Basic Awareness - Online course (LCRM100)

Basis for requirement: 44 U.S.C. § 3102 and 36 CFR Chapter XII Subchapter B, Part 1220.34 and LCR 1920

Course Owner: OSO/ISS/OSS

One-time requirement; must be taken within 30 days of start date for new hires. Current employees must complete the course by end of the FY.

Recommended Training

The following is training that the Library is required to provide to all staff.

1. The US Constitution - Online course (LCGOV100)

Basis for requirement: 36 U.S.C. § 106

Course owner: HRS/WPD

The Library must provide each new employee with educational and training materials as part of their orientation and provide educational and training materials to each employee of the agency on September 17 each year.

2. LOC-wide core competency training (<http://olc.loc.gov>)

Basis for requirement: Recommended by the Library-wide Training and Development Needs Assessment

Course Owner: HRS/WPD

Staff may choose to complete any of the learning resources available on the core competency webpages.

Senior-Level Executive Training

The following is required training for all Senior-Level Executives.

1. Equal Employment Opportunity and Discriminatory Practices in Hiring - LOC SkillPort (lchr_01_a09_lc_enus) or Equal Employment Opportunity Briefing for Managers and Supervisors - Classroom (LCOIC1070)

Basis for requirement: Title 29, C.F.R. 1614

Course owner: OIC

One-time requirement to be taken within 6 months of starting at the Library or being newly promoted.

Supervisor and Manager Training

The following is required training for all supervisors and managers, GS-15 and below.

1. Essential Supervisory Skills - Classroom (LCSUP2000)

Basis for requirement: 5 U.S.C. § 4121

Course Owner: HRS/WRD

One-time requirement

2. Planning and Appraising Performance - Classroom (LCWPM110)

Basis for requirement: 5 U.S.C. § 4121

Course Owner: HRS/WRD

One time requirement to be taken within 6 months of starting at the Library or being newly promoted. If a supervisor took “Managing Workplace Performance” s/he is not required to take the replacement course, although it is strongly encouraged.

3. Library-wide Management of Planning, Program Performance, and Risk - Classroom (LCSUP2301)

Basis for requirement: 5 U.S.C. § 4121

Course Owner: OCFO/SPO

One-time requirement to be taken within 6 months of starting at the Library or being newly promoted.

4. Labor Relations for Supervisors - Classroom (LCADM100)

Basis for requirement: 5 U.S.C. § 4121

Course Owner: HRS/WFM

One-time requirement to be taken within 6 months of starting at the Library or being newly promoted.

5. Dealing with Performance Problems - Classroom (LCADM105)

Basis for requirement: 5 U.S.C. § 4121

Course Owner: HRS/WFM

One-time requirement to be taken within 6 months of starting at the Library or being newly promoted.

6. Tools for Dealing with Conduct Problems - Classroom (LCADM106)

Basis for requirement: 5 U.S.C. § 4121

Course Owner: HRS/WFM

One-time requirement to be taken within 6 months of starting at the Library or being newly promoted.

7. Equal Employment Opportunity and Discriminatory Practices in Hiring - LOC SkillPort (lchr_01_a09_lc_enus) or Equal Employment Opportunity Briefing for Managers and Supervisors - Classroom (LCOIC1070)

Basis for requirement: Title 29, C.F.R. 1614

Course owner: OIC

One-time requirement to be taken within 6 months of starting at the Library or being newly promoted.

Staff Serving on Selection Panels

The following is required training for all staff serving on selection panels.

1. Structured Interview Training - Classroom (LCSIT1000)

Basis for requirement: LCR 2010-14 and Library Merit Selection Plan

Course Owner: HRS/WFA

Course must be completed before serving on selection panel.

Staff with Security Clearances

The following is required training for all staff who have access to classified information.

1. Individual Briefings

Basis for requirement: LCR 211-3.3 and 2024-6

Course Owner: OSEP

Initial briefings provided by Service Unit security manager. Periodic follow-up briefings provided by OSEP.

Contracting Specialists (OCGM only)

The following is required training for all Level I Contracting (1102 and 1105 series) personnel.
CON 100, CON 110, CON 111, CON 112, CON 120 (1 elective)

Basis for requirement: LCR 2101 and 2110, 41 U.S.C. § 433

Course Owner: OCGM

There are additional education and experience requirements. See OCGM for specific details.

The following is required training for all Level II Contracting (1102 and 1105 series) personnel.
CON 214, CON 215, CON 216, CON 217, CON 218 (2 electives)

Basis for requirement: LCR 2101 and 2110, 41 U.S.C. § 433

Course Owner: OCGM

There are additional education and experience requirements. See OCGM for specific details.

The following is required training for all Level III Contracting (1102 and 1105 series) personnel.
CON 353 (2 electives)

Basis for requirement: LCR 2101 and 2110, 41 U.S.C. § 433

Course Owner: OCGM

There are additional education and experience requirements. See OCGM for specific details.

Contracting Officer's Representative

The following is required training for all Level I Contracting Officer's Representatives.

Contracting Officer Representative - Initial Training (LCCOR1000) or 8 hours of training as approved by OCM

Basis for requirement: Contracts Operating Instruction No. 1009, Federal Acquisition Regulation Part 42 and 46, Office of Federal Procurement Policy Letter 09-06-2011 41 U.S.C. § 403, Services Acquisition Reform Act of 2003, (P.L. 108-136)

Course Owner: OCGM

Requires 8 hours of continuous learning points (CLPs) every two years.

The following is required training for all Level II Contracting Officer's Representatives.

40 hours (LCCOR1000) and additional experience requirements

Basis for requirement: Contracts Operating Instruction No. 1009, Federal Acquisition Regulation Part 42 and 46, Office of Federal Procurement Policy Letter 09-06-2011 41 U.S.C. § 403, Services Acquisition Reform Act of 2003, (P.L. 108-136)

Course Owner: OCGM

Requires 40 hours of continuous learning points (CLPs) every two years.

The following is required training for all Level III Contracting Officer's Representatives.

60 hours (LCCOR1000 and 20 hours of Acquisitions coursework) and additional experience requirements

Basis for requirement: Contracts Operating Instruction No. 1009, Federal Acquisition Regulation Part 42 and 46, Office of Federal Procurement Policy Letter 09-06-2011 41 U.S.C. § 403, Services Acquisition Reform Act of 2003, (P.L. 108-136)

Course Owner: OCGM

Requires 40 hours of continuous learning points (CLPs) every two years.

For Purchase Card Holders

The following is required training for staff authorized to establish a government purchase card/convenience check account.

Government Purchase Cardholder Training- Online (www.GSA.gov)

Basis for requirement: Contracts Operating Instruction No. 1012, LCR 110 and 2110, Federal Acquisition Regulation Part 13.301

Course Owner: OCGM

Requires retraining every three years.

Health, Safety and Security Training for Specific Duties

1. Asbestos Awareness - Classroom (LCISS1008)

Basis for requirement: OSHA 29 C.F.R. 1910.1001

Course Owner: ISS

Required for employees who may come into close proximity with asbestos containing materials as part of their employment. Online refresher course in development (with Federal Occupational Health).

2. Electrical Safety for Qualified Employees and Electrical Safety for Affected Employees- Classroom

Basis for requirement: OSHA 29 C.F.R. 1910.147

Course Owner: ISS

Certification required for employees who may be exposed to hazardous energy sources as part of their employment. Classroom version offered at Culpepper and LOC SkillPort course will be available by June 2012 (by Federal Occupational Health).

3. Collateral Duty Training for Other Federal Agencies- Classroom (LCISS1000)

Basis for requirement: OSHA 29 C.F.R. 1960.58

Course Owner: ISS

Required for collateral duty safety, health personnel, and members of certified Occupational Safety and Health Committee.

4. Emergency Preparedness—Basic Evacuation Team Training- Classroom (LCEPT1000)

Basis for requirement: OSHA 29 C.F.R. 1910.38

Course Owner: OSEP

Required for employees designated to assist with evacuations.

5. Hazard Communication for Library of Congress Employees- Classroom (LCISS1003)

Basis for requirement: OSHA 29 C.F.R. 1910.1200

Course Owner: ISS

Required for employees who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Required initially and is recurring upon process, chemical or written program changes. Refresher or review training is typically done at the Service Unit level.

6. Hazardous Waste Management Training- Classroom (LCISS1004)

Basis for requirement: EPA 40 C.F.R. 262.34

Course Owner: ISS

Required for employees who generate chemical waste in the performance of their employment duties. Required initially, then an annual refresher.

7. Laser Safety

Basis for requirement: OSHA 29 C.F.R. 1926.54

Course Owner: ISS

Required for employees who install, adjust, and/or operate laser equipment. One-time requirement – prior to assignment of duties by Service Unit Laser Safety Officer.

8. Personal Protective Equipment User Training- Classroom (LCISS1005)

Basis for requirement: OSHA 29 C.F.R. 1910.132

Course Owner: ISS

Required for employees required (by OSHA) to use personal protective equipment. Onetime certification requirement. Additional training may be required when processes or types of PPE are changed.

9. Powered Industrial Truck Safe Operator Training- Classroom (LCISS1007)

Basis for requirement: OSHA 29 C.F.R. 1910.178

Course Owner: ISS

Required for employees who operate a powered industrial trucks. Required initially, then a refresher/review every 3 years.

10. Radiation Safety for Preservation Directorate- Classroom (LCISS1002)

Basis for requirement: OSHA 29 C.F.R. 1910.1096

Course Owner: ISS

Required for employees who work in or frequent any portion of a radiation area

11. Respiratory Protection User Training for NAVCC Staff- Classroom (LCISS2015)

Basis for requirement: OSHA 29 C.F.R. 1910.134

Course Owner: ISS

Required for employees required (by OSHA) to wear respiratory protective equipment. Class offered at Culpepper but there is no requirement for Capitol Hill yet.

12. Wastewater Treatment

Basis for requirement: 40 C.F.R. Part 122

Course Owner: ISS

Required for supervisors and employees who work with the wastewater treatment system or need to comply with the wastewater permit. One-time requirement and recommend annual refresher.

13. Air Compliance

Basis for requirement: 40 C.F.R. Parts 61 and 63

Course Owner: ISS

Annual requirement for designated supervisors and employees with job responsibilities under an air permit.

14. Spill Prevention & Response Awareness

Basis for requirement: 40 C.F.R. Parts 261 and 262

Course Owner: ISS

Annual requirement for supervisors and employees who have spill prevention and response duties.

15. DOT HazMat Training

Basis for requirement: 49 C.F.R. Part 100-185

Course Owner: ISS

Required for supervisors and employees who offer hazardous materials or hazardous waste for shipment offsite

16. Universal Waste Management

Basis for requirement: 40 C.F.R. 273.16 and 273.36

Course Owner: ISS

Annual requirement for designated supervisors and employees who dispose of universal waste

17. Powered Industrial Truck Battery Safety- (LCISS1021)

Basis for requirement: 29 C.F.R 1910.1200

Course Owner: ISS

One-time requirement powered industrial truck operators and supervisors utilizing standard vehicle batteries.

18. ASHI Essentials – Didactic with Psychomotor Skill Stations

Basis for requirement: OSHA 29 C.F.R. 1910.151

Course Owner: ISS/HSO

Annual requirement HSO Staff, Law Enforcement, Community Emergency Response Team (CERT). Courses already in progress as initial certification and as a renewal.

19. Blood-Borne Pathogen Awareness Training (BBP)

Basis for requirement: OSHA 29 C.F.R. 1910.1030

Course Owner: ISS/HSO

Annual requirement HSO Staff, Law Enforcement, Community Emergency Response Team (CERT). Courses already in progress as initial certification and as a renewal. Contractor teaches the classes.